



	<b>No. 03-04 (Revised)</b>
<b>Subject:</b> CALSTARS Training For Fall 2003	<b>Date Issued:</b> 08/13/03
<b>References:</b>	<b>Expires:</b> 12/31/03

### **PURPOSE:**

To inform agencies that the CALSTARS training schedule will be divided into Fall and Winter classes this fiscal year. This COM covers the Fall 2003 CALSTARS Continuing Track and Monarch training schedule. Included is a schedule of classes to be held from September through December 2003. The Winter Continuing Track and Monarch training schedule for classes to be held January through March 2004 will be issued in November 2003. The 2003-04 Year-end training schedule will be issued in March 2004.

### **BACKGROUND:**

Each year, the Department of Finance (CALSTARS) provides the following types of training classes:

- ***Continuing Track Training*** for accounting staff in CALSTARS agencies who have been promoted, changed duties or are coming from a non-CALSTARS agency;
- ***Monarch Training*** for all staff of CALSTARS agencies; and,
- ***Year-end Training*** for accounting staff of all CALSTARS agencies.

### **POLICY:**

#### **Prerequisites:**

All participants must meet the prerequisites identified in the training announcements before registering for a class. One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.

#### **Agency Participant Limit:**

Since the demand for CALSTARS Training typically exceeds the available classes, agencies are limited to 4 participants in each ***Track Class*** and 2 participants in each ***Monarch Class***. This agency participation limit will apply for the entire training year. For ***Track Classes***, priority should be given to accounting office staff with direct responsibility for duties related to the topic area. Participants will be registered in the order received, up to the agency participation limit. Two additional staff may be placed on a waiting list for registration in the event additional space becomes available. Requests exceeding the agency participation limit, plus 2, will be returned with a note stating requests exceed agency participation limit.

### Registration:

All participants in CALSTARS Training must register in advance by submitting a current CALSTARS Training Registration (CALSTARS 102) form. A copy of the CALSTARS 102 form (revision date of July 2003) is attached for your convenience. The form is also available on the CALSTARS' internet site at: [www.dof.ca.gov/html/calstars/forms.htm](http://www.dof.ca.gov/html/calstars/forms.htm). The form may be submitted electronically, mailed or faxed. All sections of the CALSTARS 102 form, including the participant's e-mail address, must be complete and legible. Incomplete or illegible registration forms may be returned to the participant for further clarification.

The CALSTARS Training Coordinator enrolls each participant in the first available choice(s), completes the bottom of the form, and returns a copy to the participant. If all classes are full, the Training Coordinator places the participant on the waiting list (except when an agency has already reached the participation limit plus two) and notifies them on the returned copy of the registration form. Participants placed on the waiting list will be notified when the Winter 2004 schedule is prepared and given an opportunity to enroll at that time. Participants on the waiting list may also be contacted if there is a cancellation in one of the scheduled classes.

A "welcome" letter is sent via e-mail to the participant approximately 7 days before the first day of class with details about the location, times and required class materials. Participants without an e-mail address receive this information via mail.

### Tuition:

The cost of each **Monarch** class is \$200 per student. When CALSTARS submits a Request for Adjustment to HHSDC, the \$200 tuition fee is subsequently reflected on your agency's Health and Human Services Data Center (HHSDC)/CALSTARS Invoice. The tuition fee is shown in the detail portion of the invoice under the heading, Request for Adjustment. Questions pertaining to the HHSDC/CALSTARS Invoice should be directed to Richard Parr, CALSTARS Analyst, at (916) 445-0211 extension 2843.

There is no direct cost to agencies for **Track Classes**. Training costs for the **Track Classes** (staff costs, operating expenses and indirect costs) are financed through CALSTARS.

Agencies are responsible for any travel and per diem expenses associated with training.

### Disabled Participants:

Agencies are responsible for providing and paying any costs for reasonable accommodation for their employees with disabilities. Notify CALSTARS in advance on the CALSTARS 102 form of any disabilities that may affect the registrant's participation in the class.

### Substitutions:

An agency may send a substitute if the registered participant is unable to attend. Whenever possible, notify CALSTARS of any substitutions before the first day of class. If advance notification is not possible, the substitute must tell the class instructor of the change on the first day of class. Substitutes must meet all applicable class prerequisites. The registered participant should give any required training materials to the substitute.

### Cancellations/No-Shows :

The CALSTARS Training Coordinator should be notified immediately if a registered participant must cancel a class. A notice of cancellation will be accepted without charge if received more than 7 calendar days before the first day of class.

If a notice of cancellation is received 7 calendar days or less before the first day of class, the agency will be charged a late cancellation fee (\$50 for **Track Classes** and \$200 for **Monarch Classes**) unless the participant is replaced by a substitute or a student on the waiting list.

If a notice of cancellation is not received before the first day of class, the agency will be charged a no-show fee (\$100.00 for **Track Classes** and \$200 for **Monarch Classes**) for each registered participant who fails to attend a class. These charges do not entitle the registered participant to attend the class on a later date.

### Training Time and Location:

- All Track classes start at 8:30 A.M. and end at 4:00 P.M. All Monarch classes start at 9:00 A.M. and end at 4:00 P.M. Participants should arrange transportation and other commitments to meet this schedule.
- All training is conducted in the Cypress Room at the Department of Finance, 915 "L" Street, in Sacramento.

### **ACTION REQUIRED BY AGENCIES:**

1. Review the attached listings of the classes and dates offered. Decide who needs training and which classes are appropriate. Note:  
**Monarch** and **Track 1 - Introduction to CALSTARS Classes** are open to all staff.  
**Track 9 - CALSTARS Reporting Classes** are open to fiscal and program staff who use CALSTARS reports.  
**All other Track Classes** contain technical course material and are designed for accounting office staff working directly with CALSTARS.
2. Complete and submit an approved CALSTARS 102 form (revision date of July 2003) to CALSTARS. An approved CALSTARS 102 form is the authority for participants to be away from the workplace during training. If an agency has multiple enrollments for the same class, a list of participants may be attached to a single CALSTARS 102 form.

For assistance, please call Angela Hilton on (916) 445-0211, extension 2811, CNET 485-0211, extension 2811.



Ken Lane  
Assistant Program Budget Manager

Attachment

STATE OF CALIFORNIA  
**CALSTARS TRAINING REGISTRATION**  
CALSTARS 102 (REV 07/03)

**TO:** CALSTARS Training Coordinator  
Department of Finance (IMS: A-15)  
915 - L Street, 7<sup>th</sup> Floor  
Sacramento, CA 95814  
FAX: (916) 323-4049  
E-mail: caltrng@dof.ca.gov

*Telephone reservations will be accepted only during the last five working days before the first day of training. Telephone (916) 445-0211, Extension 2811, CNET 485-0211*

- Forward completed form to the CALSTARS address above or FAX to (916) 323-4049, CNET 473-4049.
- Cancellations received more than 14 days in advance of the first class will be accepted without charge.
- Late cancellations will be charged \$50. (Monarch - \$200).
- "No-shows" will be charged \$100. (Monarch - \$200).

TRACK NUMBER	CLASS TITLE	YEARS OF EXPERIENCE PREPARING YEAR-END REPORTS (FOR YEAR-END TRAINING CLASSES ONLY) :
PREREQUISITES: Does the participant meet the prerequisites for the class as stated in the training announcement? YES <input type="checkbox"/> NO <input type="checkbox"/>		Does the training directly relate to the current job assignment? YES <input type="checkbox"/> NO <input type="checkbox"/>
		BRIEF JOB DESCRIPTION:

	SECTION NUMBER	SECTION DATES
1 <sup>ST</sup> CHOICE		
2 <sup>ND</sup> CHOICE		
3 <sup>RD</sup> CHOICE		

TRAINING PARTICIPANT'S NAME (as it is to appear on the training certificate)		PARTICIPANT'S E-MAIL ADDRESS	
UNIT		ORGANIZATION CODE	
AGENCY		CIVIL SERVICE CLASSIFICATION TITLE	
ADDRESS		ZIP CODE	PARTICIPANT'S WORK PHONE NUMBER EXTENSION
		-	( ) -

PLEASE DESCRIBE ANY DISABILITIES WHICH MAY IMPACT THE REGISTRANT'S PARTICIPATION IN THE TRAINING CLASS. ALSO IDENTIFY REASONABLE ACCOMMODATIONS (IF ANY) WHICH WILL BE PROVIDED BY THE AGENCY.

NAME OF TRAINING OFFICER OR SUPERVISOR AUTHORIZING ATTENDANCE		SIGNATURE OF TRAINING OFFICER OR SUPERVISOR AUTHORIZING ATTENDANCE		
UNIT		AGENCY		IMS CODE
ADDRESS		ZIP CODE	DATE	TELEPHONE NUMBER EXTENSION
		-		( ) -

**Notification of Registration Confirmation**

*When signed by the authorizing person and initialed by the CALSTARS Coordinator, this form confirms the registration and authorizes the participant's attendance in the class described above. Most agencies consider a training day a full work shift and temporarily reassign critical tasks to others during the training period. A Welcome Letter will be sent to each participant fourteen days prior to the first day of training.*

**A copy of this form confirming registration will be sent to the participant at the address provided above.**

Do not write below this line: TO BE COMPLETED BY CALSTARS COORDINATOR				
	DATE ACCEPTED	UNABLE TO ACCOMMODATE	PLACED ON WAITING LIST	COORDINATOR'S INITIALS
1ST CHOICE				
2ND CHOICE				
3RD CHOICE				

**CLASS LOCATION**

☐ Department of Finance, 915 L Street, Cypress Rooms, Sacramento

☐ Other

ATTENDED SCHEDULED TRAINING		DID NOT ATTEND SCHEDULED TRAINING		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CANCELLED ON:	<input type="checkbox"/> DID NOT SHOW	<input type="checkbox"/> LATE CANCELLATION
		<input type="checkbox"/> INVOICE		

## CALSTARS MONARCH TRAINING

WHAT: This two-day session covers the use of Monarch, a data access and analysis tool that allows CALSTARS clients to view, query, and analyze their CALSTARS reports which have been downloaded from a mainframe environment to a PC.

WHO: Open to all staff of CALSTARS agencies

PREREQUISITES: ***Basic knowledge of Windows 95/98/NT, mouse proficiency and completion of the Monarch lessons in the Monarch Learning guide.***

OBJECTIVE: Upon completion, participants will know how to use Monarch to:

Read report file data;  
Query, filter, sort, summarize and create data extraction templates;  
Export data for use with other PC applications using advanced Monarch techniques and utilities.

WHEN: Section 1 – September 25-26, 2003  
Section 2 – October 23-24, 2003  
Section 3 – December 18-19, 2003

Additional sections may be scheduled in 2004.

TUITION: The cost of each two-day session is \$200 per student.

METHODOLOGY: Classes are hands-on with the instructor leading the participants interactively through basic and advanced operations of Monarch. Each student is asked to bring two downloaded departmental CALSTARS reports, a Q16 report file (ordered at 6-5-4-1 level), and another CALSTARS report file of their choice on a 3.5" diskette.

## CALSTARS TRACK I – INTRODUCTION

WHAT:	This one-day session includes a review of state accounting and budgeting concepts and an introduction to the CALSTARS accounting, data processing and reporting functions.
WHO:	Accounting staff at all levels who are new to CALSTARS. Budget, audit, management and program staff who want to better understand the CALSTARS accounting environment are also invited to attend.
PREREQUISITES:	<b>None</b>
OBJECTIVE:	Upon completion, participants will understand basic state accounting and budgeting concepts and their relationship to CALSTARS.
WHEN:	Section 1 - September 10, 2003 Section 2 - September 23, 2003 Section 3 – November 6, 2003  Additional sections will be scheduled in 2004.
METHODOLOGY:	The class discusses general concepts of state accounting and budgeting, the Uniform Codes Manual and the CALSTARS Procedures Manual. The class also introduces participants to CALSTARS Tables, CALSTARS transaction codes and reporting options.

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## CALSTARS TRACK II – TABLES

WHAT:	This four-day session includes a discussion of the CALSTARS tables, the relationships between the tables, how to establish CALSTARS tables, and the impact of the tables on accounting transactions.
WHO:	Accounting office staff who are responsible for establishing and maintaining CALSTARS tables.
PREREQUISITES:	<b><i>Completion of the Track I - Introduction Class<sup>1</sup> (Also recommended: one year of CALSTARS experience and some experience keying table maintenance transactions.)</i></b>
OBJECTIVE:	Upon completion, participants will be able to identify the different CALSTARS Tables, understand their interrelationship, and establish tables to meet their agency's reporting needs.
WHEN:	Section 1 - November 18-21, 2003  An additional section will be scheduled in 2004.
METHODOLOGY:	The class will discuss applicable sections of the CALSTARS Procedures Manual and complete exercises to code and input entries for each of the CALSTARS tables. Participants will review their table activity reports the following day.

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<sup>1</sup> One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.

## CALSTARS TRACK III - DETAIL ACCOUNTING TRAINING

WHAT: A three-day session covering:

- Transaction codes;
- Financial Input;
- Vendor Edit Table;
- Encumbrance accounting;
- Claim schedule process;
- Input/edit/update process;
- System reconciliation; and,
- Error correction.

WHO: Staff who are responsible for daily accounting activities. Also for supervisors who review these activities.

PREREQUISITES: ***Completion of the Track I - Introduction Class <sup>1</sup> (Also recommended: Accounting 1A, three months of CALSTARS experience and some experience with financial input.)***

OBJECTIVE: Upon completion, participants will be able to perform most of the day-to-day activities in a CALSTARS accounting office.

WHEN: Section 1 – October 7-9, 2003  
Section 2 - October 20-22, 2003  
Section 3 – December 2-4, 2003

Additional sections will be scheduled in 2004.

METHODOLOGY: This practical class consists mostly of hands-on training. The class will discuss applicable sections of the CALSTARS Procedures Manual and will practice coding various accounting transactions on CALSTARS forms. Each participant will then input his or her transactions at CALSTARS terminals and review the resulting reports from the CALSTARS nightly batch process.

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<sup>1</sup> One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.

## CALSTARS TRACK IV - LABOR DISTRIBUTION SUBSYSTEM TRAINING

WHAT:	A two-day session describing each CALSTARS Labor Table (including tables for timesheets and adjusted timesheets), the transactions and reports generated by the Labor Distribution Subsystem, and the process of completing a labor reconciliation.
WHO:	Accounting office staff responsible for the Labor Distribution tables and/or the labor reconciliation. Also for accounting staff whose agencies are considering changing their labor distribution method or are contemplating implementation of a timesheet reporting process.
PREREQUISITES:	<b><i>Completion of Track I -Introduction Class<sup>1</sup> (Also recommended: six months of CALSTARS experience.)</i></b>
OBJECTIVE:	Upon completion, participants will be able to establish records for each Labor Distribution Table, identify the steps involved in Labor Distribution, and complete a labor reconciliation from the labor output.
WHEN:	Section 1 - December 10-11, 2003
METHODOLOGY:	The class will discuss applicable sections of the CALSTARS Procedures Manual, code and input entries for each Labor Distribution Table, review table activity reports, and review output from both a regular and adjustment Labor Distribution process.

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## CALSTARS TRACK V - SCO RECONCILIATION/MONTH-END CLOSE

WHAT:	A two-day session covering month-end closing and reconciliation of SCO account balances with CALSTARS.
WHO:	Accounting office staff who prepare monthly reconciliations, complete the monthly close process, and submit PFA transfer requests. Also for supervisors who review these activities.
PREREQUISITES:	<b><i>Completion of Track I - Introduction Class<sup>1</sup> (Also recommended: Accounting 1A and one year of CALSTARS experience.)</i></b>
OBJECTIVE:	Upon completion, participants will be able to: <ul style="list-style-type: none"><li>• Identify steps to close a fiscal month;</li><li>• Prepare a month-end PFA transfer request;</li><li>• Reconcile SCO appropriation accounts; and</li><li>• Reconcile Federal Trust Fund 44 accounts.</li></ul>
WHEN:	Section 1 - September 17-18, 2003 <del>Section 2 - October 15-16, 2003 (cancelled)</del>  An additional section will be scheduled in 2004.
METHODOLOGY:	The class will discuss and do practical exercises on closing the fiscal month, prepare PFA transfer requests, and reconcile SCO appropriation, Clearing Account and Federal Trust Fund 44 accounts.

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<sup>1</sup> One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.



## **CALSTARS TRACK VI - OFFICE REVOLVING FUND AND CHECKWRITER SUBSYSTEM**

WHAT:	A two-day session covering the CALSTARS Office Revolving Fund (ORF) and the Checkwriter Subsystem.
WHO:	Accounting office staff who enter transactions in ORF (Fund 0998), use the Automated Checkwriter, or prepare the monthly Bank Reconciliation.
PREREQUISITES:	<b><i>Completion of the Track I - Introduction Class <sup>1</sup> (Also recommended: Accounting 1A and three months of CALSTARS experience)</i></b>
OBJECTIVE:	Upon completion, participants will be able to: <ul style="list-style-type: none"><li>• Enter accounting transactions for manual ORF checks;</li><li>• Identify CALSTARS reports used to reconcile ORF;</li><li>• Enter transactions to generate Automated Checks; and</li><li>• Prepare a monthly Bank Reconciliation using the CALSTARS Check Reconciliation Menu.</li></ul>
WHEN:	Section 1 - October 28-29, 2003  An additional section will be scheduled in 2004.
METHODOLOGY:	The class will discuss applicable sections of the CALSTARS Procedures Manual and do practical exercises.

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## **CALSTARS TRACK VII - CASH RECEIPTS AND ACCOUNTS RECEIVABLE**

WHAT:	A one-day session on accounting for cash receipts, cash remittances and accounts receivable.
WHO:	Accounting office staff who record accounting events in CALSTARS for cash receipts, remittances or accounts receivables. Other accounting office staff may participate if they have a need to know how these events are accounted for in CALSTARS.
PREREQUISITES:	<b><i>Completion of the Track I - Introduction Class <sup>1</sup> (Also recommended: Accounting 1A and three months of CALSTARS experience.)</i></b>
OBJECTIVE:	Upon completion, participants will have an understanding of how to record activity in CALSTARS for cash receipts, remittances and payroll accounts receivables.
WHEN:	<del>Section 1 - October 1, 2003 (cancelled)</del> Section 2 - November 4, 2003  An additional section will be scheduled in 2004.
METHODOLOGY:	The class will discuss applicable sections of the CALSTARS Procedures Manual and do practical exercises.

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<sup>1</sup> One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.

## CALSTARS TRACK VIII - OPERATING TRANSFERS, BONDS AND LOANS

WHAT:	A one-day session on accounting for operating transfers, bond funds and inter-fund loans in CALSTARS. Emphasis is on the accounting events, the structure of the CALSTARS tables, and how to read the various reports.
WHO:	Accounting office staff who record accounting events in CALSTARS for operating transfers, bond or inter-fund loans. Other accounting office staff may participate if they have a need to know how these events are accounted for in CALSTARS.
PREREQUISITES:	<b><i>Completion of the Track I - Introduction Class <sup>1</sup>, Accounting 1A and six months experience working with CALSTARS.</i></b>
OBJECTIVE:	Upon completion, participants will have an understanding of how to record activity in CALSTARS for operating transfers, bond funds and inter-fund loans.
WHEN:	Will be scheduled in 2004.
METHODOLOGY:	The class will discuss the CALSTARS Procedures Manual sections on operating transfers, bond funds and inter-fund loans. Participants will do practical exercises in each subject area.

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## CALSTARS TRACK IX – CALSTARS REPORTING

WHAT:	A one-day session covering CALSTARS Reporting.
WHO:	Fiscal and program staff who use CALSTARS reports.
PREREQUISITES:	<b><i>None.</i></b>
OBJECTIVE:	Upon completion, participants will be able to: <ul style="list-style-type: none"><li>• Recognize the uses for each CALSTARS report.</li><li>• Read and interpret CALSTARS reports.</li><li>• Select and order reports at the appropriate level of detail and output destination(s).</li></ul>
WHEN:	Section 1 - September 25, 2003 Section 2 – November 13, 2003  Additional sections will be scheduled in 2004.
METHODOLOGY:	The class will use CALSTARS Procedures Manual, Volume 6, and do practical exercises to learn about and discuss CALSTARS reporting.

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<sup>1</sup> *One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.*